Electronic Real Estate Recording Task Force
Minutes: 9 October 2003

Present: (Members) Jeanine Barker, Joel Beckman, Jeff Carlson (via telephone), Mike Cunniff, Larry Dalien (via telephone), Don Goedken, Marty Henschel, Bob Horton, Rep. Al Juhnke, Secretary of State Mary Kiffmeyer, Cindy Koosman, Gail Miller, Leonard Peterson, Mike Ryan, Dennis Unger. (Guests) Bert Black, Luci Botzek, John Engerholm, Ray Hirte, Greg Hubinger, Erin Hultgren, Beth McInerny, Bill Mori, Bob Shevik, Richard Weir (via telephone).

1. Call to Order

Secretary Kiffmeyer called the meeting to order at 9.35.

2. Approval of 11 September 2003 minutes

The minutes were approved as distributed.

3. Project coordinator update

Beth McInerny presented the project coordinator update. The RFP for a patent attorney has been distributed. Greg Hubinger and Beth McInerny contacted four firms, Kinney & Lange, Schwegman, Lundberg, Woessner & Kluth, Merchant & Gould, Leonard, Street & Deinard. They report that at least two have said they will respond.

The Phase II subcommittee will meet on Monday 13 October, 1:00pm at US Recording's Apple Valley offices.

A draft response to the NCCUSL Draft of National Standards for E-Recording was distributed. The task force has requested approval for two people to travel to the meeting which is November 14th through 16th in Chicago. Beth McInerny is one who will attend. Any other task force members interested in attending should contact McInerny immediately.

Roseau has completed and submitted its contract. Hennepin is still working on its contract. Mike Cunniff said it was awaiting signatures and should be ready next week.

John Engerholm discussed publishing the current schemas with version control. Navis is working with the Office of the Secretary of State to make this available online. The task force voted two months ago to authorize counties to use the latest version of the standard and Bert Black distributed copies of a letter to that effect to representatives of the pilots in attendance.

MISMO is still working on its version of a schema for a mortgage document. Completion is projected for late 2004. McInerny noted that the task force had assumed it could use MISMO's standard, but waiting for MISMO to complete its work would delay the start of Phase II. The alternative would be for the task force to commission the development of a schema, using MISMO's current DTD as a starting point. The task force will review the original RFP and contract with Navis to see if this work is within its scope and could be covered with an amendment. Bob Shevik said that Wells Fargo is working on a schema and it could possibly be shared with the task force. Beth McInerny will also check to see if

BenNevis and Perficient are on the state's master roster and if that option is available to non-executive branch entities.

Navis is continuing with the schema design review in collaboration with the pilot counties and vendors. Erin Hultgren discussed the document identifying the suggested improvements to version 3.0 of the schema. The schema should be enhanced to make it more compatible with multiple platforms (e.g., UNIX, Linux). The schema could also be made more consistent by employing an object oriented approach to the definition of elements. These changes will make it easier for counties and vendors to implement the schema, as well as for the task force to maintain and improve it over time. Navis will propose a cost to cover making all the changes before the next meeting.

4. Updates from Pilot Counties

Gail Miller said that Renville had purchased and assembled its e-server. As that is being prepared, a variety of other tasks are being completed. Miller has also received her digital certificate and is ready for electronic signatures. Early November is still projected as the start date.

Joel Beckman said that Dakota has recorded over 1400 satisfactions. It will do a demonstration of the system in partnership with US Recordings for the mortgage bankers' national conference. Bremer Banks will soon start submitting satisfactions as well. Beckman mentioned Ingeo had erroneously sent him a vendor's contract and, while that has been satisfactorily resolved, he asked if the expectation is that every submitter's vendor will in the future need to establish a contractual relationship with the counties. Beckman suggested that the standard response should be that the counties establish a relationship with the submitters and they in turn have to deal with their own vendors. The counties cannot assume any responsibility for the maintenance, connectivity and performance of the submitters' software.

The task force discussed various concerns relating to the delivery of documents. The vendors in attendance agreed that the industry was de facto standardizing communication options and that the task force was correct in focusing exclusively on data and metadata standards.

Mike Cunniff reported that Hennepin was testing slip printers and bar coding equipment. It expects to go live before the end of the year and finalize the contract with the LCC by the end of next week.

Jeanine Barker reported that Lyon County was live and had received four satisfactions. She hoped that more submissions would occur when Bremer Bank started up.

Erin Hultgren reported that Roseau had submitted a revised work plan. The conservative estimate it that the county will go live in January. There are some problems with the county firewall currently. The ISP will have to devote some extra attention to resolving this. Richard Weir of Ingeo offered to have one of his staff members write a short white paper on addressing firewall issues and send it to Beth McInerny for distribution to the task force.

5. Pilot testing activity

Erin Hultgren reported that the Navis is working with Dakota and Lyon to complete the pilot measurement matrix. She went over the pilot county workgroup meeting and noted that when validating schema at counties the testing will include both the structural and logical aspects of the documents. Testing of certificates of release at Dakota is moving more slowly than expected, but Hultgren hopes to

finish work with Dakota in the near future and move on to Renville at the end of October. Currently, Navis is waiting for vendors to move forward with testing. In an effort to help move this process along Navis will make provide dummy documents to vendors for their internal testing. The task force's understanding is that vendors will, in return, commit to cooperate with Navis and set a firm date for validation.

6. Presentations

The task force is preparing a presentation for the NECCC meeting in November. The Minnesota Real Estate Service Association (MERSA) conference program has Mike Cunniff and Jeff Carlson scheduled for a presentation as well. Beth McInerny will cooperate with the speakers to prepare a single PowerPoint file for both.

7. Adjournment

At the next meeting, the task force will discuss what legislative proposals it will make in the upcoming session. The meeting adjourned at 11.10.